

REGULAR MEETING - MONDAY, JUNE 15, 2009
LIBRARY COMMUNITY ROOM - 585 FRANKLIN STREET
7:30 P.M.

1. **CALL TO ORDER**

The meeting was called to order at 7:31 p.m.

2. **ROLL CALL**

Present – Trustees Maria Lange, Kasandra Winder, Vice Chair Jan Priefer, Chair Randall Stock and Secretary Karen Burnett. Trustee Cindy Hofen joined the meeting at 7:36 p.m.

Also Present – Executive Assistant Darlene Joyner.

3. **MINUTES APPROVAL**

Minutes of the May 18, 2009 meeting were approved.

4. **ORAL COMMUNICATIONS FROM THE PUBLIC** – None.

5. **UNFINISHED BUSINESS**

5.1 **BUDGET FISCAL YEAR 2009-10**

Chair Randall Stock spoke at the June 2 City Council budget hearing asking Council to keep the materials budget at the FY 2008-09 level.

On June 9, Council adopted the budget for FY 2009-10 that includes Tier 1 cuts to the Library's budget as follows: unfund the vacant .75 Administrative Analyst position; reduce the operating budget (supplies, travel, contracts, etc.) by \$30,000; add \$36,000 of increased revenue from eCommerce and Collection Agency; and unfund 1.0 Librarian and fund with reserve money. Additionally, the Council approved a reduction to the Library's materials budget by \$50,000 and one-time funds of \$32,500 to continue the Mobile Library service to the Castro School neighborhood for another year.

The City Council will be meeting again on June 23 to begin discussions about next steps in the budget process. The Library will be reviewing processes and services to look for efficiencies and what may have to be reduced or

eliminated. Several Board members suggested and supported removing the surface parking lot book return.

6. NEW BUSINESS

6.1 LIBRARY GOALS AND OBJECTIVES

The major goals for the Library for FY 2009-10 are as follows:

- Maintain existing services and programs to meet community needs as much as possible within budget constraints.
- Provide appropriate training and cross training for various levels of staff.
- Enhance, promote and support new and existing "virtual" resources and services.
- Expand the Library's volunteer program.

Karen Burnett, Library Services Director, discussed some specific objectives related to these goals.

7. LIBRARY BOARD/STAFF COMMENTS, QUESTIONS AND REPORTS

Trustee Maria Lange will not attend the July 20 Library Board meeting.

Chair Randall Stock reported that at the Mayor's quarterly meeting of Commissioners and Board Members, it was mentioned that some members may want to receive e-mail of all agendas. The Library Board does not see the need to receive e-mailed agendas.

Chair Randall Stock commended the Library for the fast ordering and processing of a new book – 2-1/2 weeks after it was published. He also found a book that did not have an RFID tag.

8. COMMUNICATIONS – None.

9. **REPORTS**

9.1 **DIRECTOR'S REPORT**

The Council approved the fee changes, effective July 1. The policies will have to be updated for the fee change only.

The hardback books recycling program will be starting very soon. An agreement has been made with Foothill Disposal to pick up the discarded hardback books.

The Customer Satisfaction Survey was posted today on the Library's web page.

Effective July 1, the Library will be switching from Gale to Ebsco as the provider for many of the research databases.

Media lending through Link+ will begin July 1.

Before starting the Collection Agency program, the Library will give customers advance notice of 30 to 60 days.

The Children's Summer Reading Program kickoff was last Thursday, June 11. Already registration is up 25 percent from last year.

10. **ADJOURNMENT**

The meeting was adjourned at 8:54 p.m.

Respectfully submitted,

Karen E. Burnett, Secretary
Library Board

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